M E M O R A N D U M

TO: Superintendent and Alternative Education Contact

FROM: Sue Foxx, Specialist
Alternative Education

DATE: April 1, 2009

SUBJECT: Alternative Education Renewal Grant and DOE-AL Report

The **2009-10 Alternative Education Renewal Grant Application** is now available at http://www.doe.in.gov/alted/ in the 'Find It Fast' box. You will need approximately 30 minutes to complete the Renewal Application. Enter the username 'educator' and the password 'renewal' to access the site. Choose your school corporation and select the program you want to complete. Once the Renewal Grant information has been completed, click 'SUBMIT'. If an error message appears, correct the item and resubmit. Only the Assurances page needs to be printed. This page must be **RECEIVED** by the Department with the superintendent's original signature by **June 19, 2009, at 4:30 P.M. (EDT)**. If it is not received by this date and time, your program will not be approved as a renewal, and you will be required to go through the new program approval process. **Please note that there will be no exceptions to the June 19 deadline.**

In addition, currently approved alternative education programs need to submit actual participation data for SY 2008-09 to the Department through the STN Application Center. Contact your STN site administrator for assistance. The data layout and reporting requirements are available by clicking on **Alternative Education** at http://www.doe.in.gov/stn/welcome.html. The required collection period will be open from May 1 to July 10, 2009. During this time, you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the report in the Message Center. If there are any errors or inaccuracies, you may correct the data and transmit the file again until the end of the collection period. For joint programs, only the school corporation that is the fiscal agent for the grant submits the report.

If you are developing a new alternative education program, the '**New Program Proposal**' is available http://www.doe.in.gov/alted/altedlinkpg.html under 'Grant Information'. To be considered for approval for the fall of 2009, your application needs to be submitted by May 29, 2009. This allows the Department time to review the application, ensure that the program is eligible for funding, and grant provisional approval (as appropriate).